



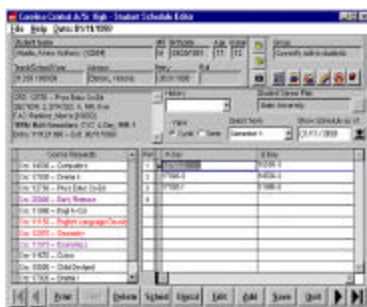
SCHEDULING REFERENCE CARD

This reference card was prepared to provide simple step-by-step instructions for common tasks in SIS 2000+. It is not intended to be a replacement for the documentation provided with the program. For more-detailed instructions, refer to the online documentation at:

<http://sis2000.usoe.k12.ut.us>

HOW TO SCHEDULE A STUDENT (USING COURSE REQUESTS)

1. SIS 2000+ | Scheduling | Student Schedule
2. Locate the student record.
3. Select a term and schedule date.
4. Click **Add**.
5. Input course request data.
6. Click **Save** (this is a temporary save).
7. Proofread carefully then click **Save**.
8. Click course request(s) to be scheduled.
9. Click **Sched**.
10. Enter the Entry Date and Entry Code.
11. Click **Start Scheduling**.
12. Confirm
correct
scheduling
and correct
any conflicts.
13. Click **Save**.
14. Click **Save**.



8. When the unscheduling is complete, click **Save**.

*If the student never attended this course, make the exit date and enter date the same date.

HOW TO SCHEDULE A PERIOD (USING SCHEDULE GRID)

1. SIS 2000+ | Scheduling | Student Sched.
2. Locate the student record.
3. Select a term and schedule date.
4. Select a period to be scheduled.
5. Click **Sched**.
6. Enter the Entry Date and Entry Code.
7. Click **Start Scheduling**.
8. From the display of available courses, select one.
9. Click **Save**.
10. Repeat above from step #5 until all periods are scheduled.
11. Proofread carefully.
12. Click **Save**.

HOW TO UNSCHEDULE A COURSE (USING COURSE REQUESTS)

1. SIS 2000+ | Scheduling | Student Schedule
2. Locate the student record.
3. Click course request(s) to drop.
4. Click **Unscd**.
5. Click **Yes** to confirm.
6. Enter Exit Date and Exit Code*.
7. Click **Start Unscheduling**.

HOW TO UNSCHEDULE A COURSE (USING SCHEDULE GRID)

1. SIS 2000+ | Scheduling | Student Schedule
2. Locate the student record.
3. Select a period/course to unschedule.
4. Click **Unsch**.
5. Enter Exit Date and Exit Code*.
6. Click **Start Unscheduling**.
7. When the unscheduling is complete, click **Save**.

*If the student never attended this course, make the exit date and the enter date the same date.